

Appendix 6 Fund Raising Activities TO Annex A Chaplains' Fund SOP

1. PURPOSE: To provide standing operating procedures (SOP) regarding requirements, plans, coordination, accounting, and deposit of money collected as part of a fund raising activity for a program element (PE) of the Chaplains' Fund.

2. REQUIREMENTS:

a. Fund raising activities must support a specific Chaplaincy Support Activity (CSA) in the approved JRTC and Ft Polk Master Religious Plan (CMRP).

b. Money received during a fund raiser is donations. A suggested donation amount may be used; however, the person donating may increase or decrease the amount donated.

c. All money received through the fund raising activity is deposited in the Chaplains' Fund. Money received is credited to the sub- account or special project for which the fund raiser is intended.

d. Chaplains' Funds may not be used to purchase goods or services intended for direct resale. However, the Chaplains' Fund may purchase items used during the fund raising activity- i.e. detergent, drying towels, etc. may be purchased for a car wash fund raising activity.

e. Fund raising activities will not include games of chance- i.e. bingo and raffles.

f. Fund raising activities will not include, in any form, alcoholic beverages or tobacco products.

g. Approval for fund raising activities begins with approval of the Resource Coordinator (RC), the chaplain who pastors the congregation. The RC can approve the chapel and chapel area for fund raising activity use.

h. The Adjutant General must approve fund raising activities conducted on the installation and outside the chapel or chapel area.

i. The Installation Chaplain must approve any fund raising activity off the installation.

3. APPROVAL:

a. If the fund raising activity is conducted in a chapel or on the chapel area, the only approval needed is that of the RC.

b. If the fund raising activity is conducted on the installation (and not in the chapel or chapel area), RC sends a request to the Installation Chaplain no later than (NLT) 60 days prior to the fund raising event.

1) The RC sends an informal memorandum (or e- mail) to the Installation Chaplain requesting the fund raiser. Requests should include date(s), time(s), location, the nature of the fund raiser (i.e. bake sale), and any necessary coordination.

2) Upon receiving the above memorandum (or e- mail), the Installation Chaplain sends a memorandum (or e- mail) thru the Director of Community Activities (DCA), ATTN: Loretta Nale, for coordination and to the Adjutant General requesting approval to conduct the fund raiser on the installation.

3) If additional approval is needed (i.e. the AAFES Store Manager for a car wash in the PX parking lot), the Installation Chaplain sends a memorandum (or e- mail) requesting approval. The need for additional approval does not preclude the requirement for the Adjutant General's approval.

4) Once the Installation Chaplain has Adjutant General's approval as well as additional approval if required, he / she notifies the requesting RC that the fund raising activity may take place.

c. If the fund raising activity is conducted off the installation, RC sends a request to the Installation Chaplain no later than 60 days prior to the event with justification as to why it is necessary to go off the installation.

1) Off installation fund raising activities are discouraged.

2) The RC ensures off installation fund raising activities are fully coordinated with approval of the authorities at the location of off installation event.

3) Once the Installation Chaplain approves the off installation fund raiser, he / she notifies the RC the fund raising activity may take place.

4. ACCOUNTABILITY (Also see Collection and Deposit of Offerings SOP):

a. RC ensures two persons are designated to count donations from the fund raising activity.

1) At the end of the event when all donations are made, the two designated persons count the money and complete an Offering Control Sheet (OCS). The designated counters place the money and OCS in a bank bag and lock the bag.

2) Designated counters ensure the OCS lists the sub- account or special project to which the Fund Clerk credits the deposit.

b. The designated counters take the locked bank bag to the Chaplain Assistant NLT the next working day.

1) The Chaplain Assistant verifies the amount in the bank bag for deposit and the correctness of the OCS.

2) The Chaplain Assistant deposits the money and gives a copy of the OCS to the Fund Clerk.